## B-2 Impacts of disability and recommended strategies

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| B-2-1 - Research and reading |

{% if B21\_leatoo == True %}**Text-to-speech:** The ‘Read Aloud’ option included in this free collection of software will enable text to be read out loud and followed along on screen. In addition, when activated, the ‘Immersive Reader’ will reduce clutter and distraction from a document. When in the Immersive Reader view, page tinting, letter spacing and line focus can be applied which will assist with both tracking issues, focus and reading discomfort/fatigue.  
The Immersive reader can be accessed on the ‘view’ menu in Microsoft documents and also by clicking the book icon in the address bar in the Microsoft Edge browser on some web pages. The ‘Read aloud’ option is available within the Immersive Reader but can also be found on the ‘Review’ section of the ribbon.

**Software: Read Aloud/Immersive reader (free)**{% endif %}{% if B21\_oneno == True %}

**Electronic Notebook:** Microsoft OneNote is a free electronic notebook program within which notes can be organised into colour-coded sections. The software allows for multiple notebooks with multiple sections within each notebook and multiple pages within each section. This therefore allows for an organisational structure tailored to the individual. The software runs on desktop, app and cloud (via a browser) and notebooks are automatically synchronised across all three platforms making notes available at any time.  
OneNote integrates with the Microsoft Learning tools these tools include a reading mode, to improve the readability of text and reduce distraction.   
The software also integrates with the Microsoft Edge browser to provide web clipping and direct saving to OneNote which can assist with research organisation.

**Software: Microsoft OneNote (free)**

**App: Microsoft OneNote (free)**{% endif %}{% if B21\_hdph == True %}

**Headphones:** These can be used to shut out environmental noise and will supply a higher quality of audio information, reducing distraction and improving focus and attention. The {{ B21\_hdph\_type }} will also provide greater comfort than entry-level headphones when used for extended periods of time.

**Hardware: {{ B21\_hdph\_type }}**{% endif %}{% if B21\_prost == True %}

**Research software:** This software will help to organise research by capturing web pages, journals and articles into categorised, colour coded research folders with associated referencing information. This will help make working periods more productive and reduce issues of poor organisation.

The software was discussed and demonstrated. There is no alternative software that offers this specific solution or set of features.

**Software: Pro-Study**{% endif %}{% if B21\_stt == True %}

**Dictation software and headset:** This software will enable notes to be dictated rather than written/typed this is a faster and more efficient way of taking notes but can also help to develop summarisation skills.

Alternative options were explored, recommendation reflects student preference.

**Software:** **{{ B21\_stt\_type }}**{% endif %}{% if B21\_hdst == True %}

{% if (B21\_stt == False and B21\_hdst == True) %}**Headset:** This will provide high-quality audio for listening to information such as audio files, audio books as well as text-to-speech software. {%- if ‘wireless’ in B21\_hdst\_type %}The wireless headset will allow freedom of movement and therefore will enable work to be carried out in a variety of locations.{%- endif %}  
{% endif %}**Headset: {{ B21\_hdst\_type }}**{% endif %}{% if B21\_wbnk == True %}

**Word bank software:** This software can be used to look up new or unfamiliar words in order to access pronunciation and/or meaning. It will expand inbuilt dictionaries to include course-specific medical terminology, spellings and definitions. The software integrates with word processing packages such as Microsoft Word {% if B21\_stt == True %}as well as speech-to-text software {% endif %}to enable greater accuracy in notetaking and addressing the risk of error repetition and reinforcement of inaccuracies. {%- if (B21\_wbnk\_type == “Medincle Spellchecker” or B21\_wbnk\_type == “Medincle Plus” or B21\_wbnk\_type == “Medincle AT complete - Eco edition” or B21\_wbnk\_type == “Medincle AT complete - Medical edition” or B21\_wbnk\_type == “Medincle AT complete - Legal edition (medical and legal)”) %}Medincle has been recommended over the other packages as it uses British English spellings.{% endif %}

**Software: {{ B21\_wbnk\_type }}**{% endif %}{% if B21\_tts == True %}

**Text-to-speech software:** This software can be used to address reading difficulties when using hardcopy or softcopy research material, by converting information into a format that is easier to access, process and retain. Features such as page tinting and masking can also be used to support issues with lack of focus or feelings of being overwhelmed by large blocks of text. The option of outputting to audio file enables greater flexibility of working environment and can be combined with other activities to enable more effective use of time.

Alternative options were explored, recommendation reflects student preference.

**Software: {{ B21\_tts\_type }}**{% endif %}{% if B21\_eqio == True %}

**Equation writing:** This software enables mathematical equations and formulas to be typed, handwritten or dictated directly onto a computer and then added and edited within a document. If used in conjunction with TextHelp’s Read and Write software, equations can also be read aloud.

**Software: EquatIO**{% endif %}{% if B21\_scrru == True %}

**Screenruler/Page tinting:** This software can be used to provide page-tinting options to assist with comfort and focus when reading by reducing contrast. {%- if gbl\_cond == “glo\_SpLD” %}The on-screen ruler will help with tracking, particularly with longer blocks of text. {%- elif gbl\_cond == “glo\_MH” %}The on-screen ruler will help with focus and concentration. {%- endif %}{%- if B21\_scrru\_type == ‘Claro Screenruler Suite’ %}The Claro Screenruler Suite runs independently and so can be used across any on-screen content as opposed to being tied to an individual program as an inn-built feature.{%- endif %}

Alternative options were explored, recommendation reflects student preference.

**Software: {{ B21\_scrru\_type }}**{% endif %}{% if B21\_mm == True %}

**Mind mapping software:** This will enable research notes to be compiled and stored in a more effective manner. The software will reduce the impact of periods of poor attention and allow work to take place in shorter periods of time and/or with regular breaks whilst retaining an overview of the research completed. Research notes may be developed into essay plans as required.

Alternative options were explored, recommendation reflects student preference.

**Software:** **{{ B21\_mm\_type }}**{% endif %}{% if B21\_mon == True %}

**External monitor:** This will allow documents to be viewed simultaneously to address problems with retention of information and other processing and short-term/working memory and difficulties. Switching between documents means requires the confident retrieval of retained information and any disruption or difficulties associated with this, results in having to switch constantly between documents causing frustration and slowing down work. The larger screen can have documents presented alongside each other, with the smaller laptop screen being available as an additional working space.

**Hardware:** **{{ B21\_mon\_type }}**{% endif %}{% if B21\_prn == True %}

**Printer/Scanner:** Having physical notes allows for strategies such as highlighting and direct annotation which can assist with both focus and processing. Physical organisation of notes can also help reduce the overwhelming nature of tracking research material. {%- if gbl\_cond == “glo\_SpLD” %}The scanner will also enable printed documents to be scanned so as to be used with assistive software such as text-to-speech.{%- elif gbl\_cond == “glo\_MH” %}

Access to printing and scanning materials will be needed throughout the day as managing periods of low mood and social anxieties will restrict access to on-site facilities.{%- endif %}

{%- if B21\_rmop == True %}A ream of paper will also be required to help with setting up and testing the printer and to provide a starter pack.{%- endif %}

The university would not be able to put any reasonable adjustments in place to accommodate this as the need for printed documents is based on personal research requirements.

**Hardware: {{ B21\_prn\_type }}**{% endif %}

{% if B21\_rmop == True %}**Additional: Ream of paper**{% endif %}{% if B21\_pcon == True %}

**Printing consumables fund:** This support is recommended as there is an additional need for printing and using hardcopy materials. The figure in C2 is based on a reasonable assessment of this additional need.

Reading from the printed page is a preferable strategy and therefore the majority of research material will need to be printed. {% if gbl\_cond == “glo\_MH” %}

Access to printing and scanning materials will be needed throughout the day as managing periods of low mood and social anxieties will restrict access to on-site facilities.{% endif %}

The university would not be able to put any reasonable adjustments in to accommodate this as the need for printed documents is based on personal research requirements.{% endif %}{% if B21\_phofn == True %}

**University Printing Fund:** This support is recommended as there is an additional need for printing and using hardcopy materials in order to employ strategies to organise research notes. {% if gbl\_cond == “glo\_MH” %}Organising hardcopy information in this way has been shown to reduce the overwhelming nature, therefore making research tasks more manageable. {% elif gbl\_cond == “glo\_SpLD” %}Having physical copies of documents will enable strategies such as highlighting an annotation to be used. Key documents can be printed on campus and then scanned at home and read aloud using text-to-speech software. {% endif %}The university would not be able to put any reasonable adjustments in to accommodate this as the need for printed documents is based on personal research requirements.{% endif %}{% if B21\_suprdg == True %}

**Reading Course:** This online reading course provides a comprehensive collection of online lessons including all the SuperReading tools, techniques and strategies demonstrated to greatly assist with increase reading comprehension, focus, recall, accuracy and speed.

**Online Course: SuperReading**{% endif %}{% if B21\_ss == True %}

{% if gbl\_cond == “glo\_ASC” %}**Study Skills Support (ASC):** This will aim to evaluate and improve the effectiveness of existing methods in use to extract information from text and to teach new skills that improve the effectiveness of this approach.{% else %}**Study Skills Support (SpLD):** This will aim to evaluate and improve the effectiveness of existing methods in use to extract information from text and to teach new skills that improve the effectiveness of this approach.{% endif %}{% endif %}{% if B21\_sm == True %}

{% if gbl\_cond == “glo\_ASC” %}**Specialist Mentor Support (ASC):** This will provide support with motivation and workload. It will also seek to provide techniques to manage periods of poor focus or difficulties with managing appropriate levels of concentration (ie. both poor focus and/or hyper-focus).{% else %}**Specialist Mentor Support (MH):** This will provide support with motivation and workload. It will also seek to provide techniques to manage periods of low mood and therefore minimise the impact this has on productivity. {% endif %}{% endif %}{% if B21\_addit == True %}

**\*\* ADDITIONAL RECOMMENDATIONS\*\***

You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:

**{{ B21\_plus }}**{% endif %}

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| B-2-2 - Writing and reviewing academic work |

{% if B22\_stt == True %}**Dictation software and headset:** {% if gbl\_cond == “glo\_SpLD” %}This software can be used to address issues with spelling, missing words, homophones, holding ideas in memory, and general clarity of articulation. This will neatly dovetail with other strategies, as text can be dictated into Word, mind mapping software, or any other application with a text field. The stereo headset will provide portability and stereo input to reduce distraction from environmental noises. {% else %}This software can used to address issues with the clarity and conciseness and provides a means of getting information down faster than handwriting or typing which can assist with managing workload. Speaking is also a more natural and intuitive process than writing, and therefore less demanding on the processing power of the brain.{% endif %}

Alternative options were explored, recommendation reflects student preference.

**Software:** **{{ B22\_stt\_type }}**{% endif %}{% if B22\_hdst == True %}

{% if (B22\_stt == False and B22\_hdst == True) %}**Headset:** This will provide high-quality audio for dictating work, online interaction (eg. videoconferencing or webinars) as well as voice recordings. {%- if ‘wireless’ in B22\_hdst\_type %}The wireless headset will allow freedom of movement and therefore will enable work to be carried out in a variety of locations.{%- endif %}  
{% endif %}**Headset: {{ B22\_hdst\_type }}**{% endif %}{% if B22\_eqio == True %}

**Equation writing:** This software enables mathematical equations and formulas to be typed, handwritten or dictated directly onto a computer and then added and edited within a document.

**Software: EquatIO**{% endif %}{% if B22\_mm == True %}

**Mind mapping software:** {% if gbl\_cond == “glo\_SpLD” %}This software will help to address structural difficulties, organise research notes, and both plan and execute written work with greater ease.{% else %}This will enable written work to be broken up into more manageable tasks which will assist with focus. The software will also enable tracking of progress, especially in relation to larger pieces of work.{% endif %}

Alternative options were explored, recommendation reflects student preference.

**Software:** **{{ B22\_mm\_type }}**{% endif %}{% if B22\_wbnk == True %}

**Word bank software:** This will enable greater accuracy in dictation of scientific terminology. This also integrates with word processing packages such as MS Word and will expand spellcheck dictionaries to include course-related terminology.

{%- if (B22\_wbnk\_type == “Medincle Spellchecker” or B22\_wbnk\_type == “Medincle Plus” or B22\_wbnk\_type == “Medincle AT complete - Eco edition” or B22\_wbnk\_type == “Medincle AT complete - Medical edition” or B22\_wbnk\_type == “Medincle AT complete - Legal edition (medical and legal)”) %}Medincle has been recommended over the other packages as it uses British English spellings.{% endif %}

**Software: {{ B22\_wbnk\_type }}**{% endif %}{% if B22\_gac == True %}

**Spelling correction software:** This will help to reduce the visual distractions of incorrect spellings and so aid focus, concentration and efficient work flows. {% if B22\_stt == True %}It will also enable the correction of spelling in instances where the use of dictation software is not possible (such as a library).{% endif %}

**Software: Global Autocorrect**{% endif %}{% if B22\_tytut == True %}

**Typing tutor:** This will provide tutorials to improve typing speed, thereby enabling typing to be used as an effective strategy for notetaking as well as for getting ideas down quickly and therefore improving the experience of writing assignments.

**Software:** **{{ B22\_tytut\_type }}**{% endif %}{% if B22\_tts == True %}

**Text-to-speech software:** This will provide a means of independent proofreading and a more effective means of spotting missing words, spelling mistakes, punctuation problems and incidences of unclear articulation.

**Software: {{ B22\_tts\_type }}**{% endif %}{% if B22\_gram == True %}

**Grammar-checking software:** This software will check for grammatical errors, highlighting and explaining the error and suggesting corrections enabling active improvement of written work.

{%- if B22\_gram\_type == ‘Grammarly Premium’ %}The premium version of Grammarly includes additional support required in this instance, such as consistency and readability tools, as well as a plagiarism checker.{%- elif B22\_gram\_type == ‘Ginger Premium’ %}Ginger works on a ‘freemium’ pricing model that limits the amount of corrections each week, therefore the Premium version of this software is recommended.{%- endif %}

**Software: {{ B22\_gram\_type }}**{% endif %}{% if B22\_ref == True %}

**Referencing software:** This software can be used to fully automate the process of generating citations and formatting bibliographies, thereby addressing any difficulties as well as the additional time spent in this area.

**Software:** **{{ B22\_ref\_type }}**{% endif %}{% if B22\_immre == True %}

**Reading Support:** The Immersive Reader suite of tools includes a ‘Read Aloud’ tool that will provide a means of independent proofreading and a more effective means of spotting missing words, spelling mistakes, punctuation problems and incidences of unclear articulation.

The ‘Read aloud’ option is available within the Immersive Reader but can also be found on the ‘Review’ section of the ribbon.

**Software: Read Aloud/Immersive reader (free)**{% endif %}{% if B22\_ss == True %}

{% if gbl\_cond == “glo\_ASC” %}**Study Skills Support (ASC):** This will improve strategies for planning written work and structure the process of composition more effectively. This support will also provide more effective proofreading techniques.{% else %}**Study Skills Support (SpLD):** This will improve strategies for planning written work and structure the process of composition more effectively. This support will also provide more effective proofreading techniques.{% endif %}{% endif %}{% if B22\_sm == True %}

{% if gbl\_cond == “glo\_ASC” %}**Specialist Mentor Support (ASC):** This will help to build confidence with independent study. The support can also assist with techniques for managing workload more effectively, reducing the risk of it becoming overwhelming.{% else %}**Specialist Mentor Support (MH):** This will help build confidence and provide techniques to diffuse stress and anxiety with producing work. The support can also assist with techniques for managing workload more effectively.{% endif %}{% endif %}{% if B22\_addit == True %}

**\*\* ADDITIONAL RECOMMENDATIONS\*\***

You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:

**{{ B22\_plus }}**{% endif %}

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| B-2-3 – Note taking in lectures and seminars |

{% if B23\_dvr == True %}**Digital voice recorder:** This approach will enable greater focus on listening and understanding during taught sessions. Notes can be taken with the reassurance that any information not noted can be reviewed. The recorder will also allow for the bookmarking of audio. The recording can be transferred to a computer and reviewed during independent study time and this will reinforce memory and allow for summary notes to be expanded and/or further notes to be taken as required.

Lectures are not consistently recorded across all teaching environments.

The use of a smartphone as a recording device was explored but this has insufficient storage/cannot be used in all teaching environments.

The use of a laptop as a recording device was explored, but this will not be available in all teaching environments.

**Hardware:** **{{ B23\_dvr\_type }}**{% endif %}{% if B23\_ntk == True %}

**Notetaking Software:** This approach will enable audio recording to be made alongside typed notes within the same program. These can be combined with imported slides either before or after the taught session. This approach will improve memory and recall and will enable more active engagement during taught sessions. Notes can be taken at a comfortable level, and skills for summarising information developed without the worry of missing information. Shorthand and abbreviation can be used and expanded after the lecture by reviewing the recording. This approach will also improve the organisation of lecture content.

{%- if B23\_ntk\_type == ‘Glean by Sonocent’ %}Glean by Sonocent is cloud-based software and therefore does not require and software to be installed on a local computer. It will therefore run cross-platform including Chromebooks.{%- endif %}{%- if B23\_ntk\_type == ‘NTEhub’ %}NTEhub is cloud-based software and therefore does not require and software to be installed on a local computer. It will therefore run cross-platform including Chromebooks.{%- endif %}

Lectures are not consistently recorded across all teaching environments.

The use of a smartphone as a recording device was explored but this has insufficient storage/cannot be used in all teaching environments.

The use of a laptop as a recording device was explored, but this will not be available in all teaching environments.

**Software:** **{{ B23\_ntk\_type }}**{% endif %}{% if B23\_mic == True %}

**Microphone/Recording Hardware:** An external microphone {% if B23\_inc\_sndcd == True %}and USB Soundcard {% endif %}will allow for the recording of higher quality audio that the inbuilt microphone would not be able to provide.

{%- if B23\_mic\_type == ‘Conversor MM1 microphone, Adapter cable, Power card, USB sound card (included with NTEhub)’ %}The portable charger will enable a smartphone to be used as a recording device for an extended period of time.{%- elif B23\_mic\_type == ‘Andrea SG110M Shotgun Microphone, Cygnett 10000mah Portable Powerbank (included with Sonocent Audio Notetaker)’ %} The portable charger will enable a smartphone to be used as a recording device for an extended period of time.{%- endif %}

**Hardware: {{ B23\_mic\_type }}**{% if B23\_inc\_sndcd == True %} **and USB Soundcard**{% endif %}{% endif %}{% if B23\_notes == True %}

**Notetaking software / app:** This software will help taking and organising lecture notes as it can be used to take handwritten or typed notes on either a smartphone, tablet, or computer. Notes are stored in the cloud and synchronised and are therefore available across devices. Audio notes can also be made and if using a smartphone or tablet, the camera can be used to take pictures of slides or whiteboard information.

**Software/App:** **{{ B23\_notes\_type }}**{% endif %}{% if B23\_trans == True %}

**Automatic Transcription:** Microsoft’s Word (web version only) now includes 300 minutes (5 hours) of transcription per month for uploaded audio files (.wav, .mp4, .m4a, .mp3) or unlimited live transcription. The feature can be found on the dictate button drop-down menu.{% endif %}{% if B23\_ss == True %}

{% if gbl\_cond == “glo\_ASC” %}**Study Skills Support (ASC):** This will aim to develop more efficient and effective techniques for note taking by focusing more accurately on key information.{% else %}**Study Skills Support (SpLD):** This will aim to develop more efficient and effective techniques for note taking by focusing more accurately on key information.{% endif %}{% endif %}{% if B23\_sm == True %}

{% if gbl\_cond == “glo\_ASC” %}**Specialist Mentor Support (ASC):** This will provide strategies and techniques to address any anxieties or difficulties associated with attending taught sessions.{% else %}**Specialist Mentor Support (MH):** This will provide strategies and techniques to address any anxieties or difficulties associated with attending taught sessions.{% endif %}{% endif %}{% if B23\_addit == True %}

**\*\* ADDITIONAL RECOMMENDATIONS\*\***

You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:

**{{ B23\_plus }}**{% endif %}

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| B-2-4 – Managing time and organising work |

{% if B24\_pim == True %}**Personal email/calendar:** The effective use of either a personal email account and/or university account and associated calendars will enable more effective tracking of tasks and deadlines as well as the use of electronic reminders.{% endif %}{% if B24\_oneno == True %}

**Electronic Notebook:** Microsoft OneNote is a free (available with the free Microsoft Outlook/Hotmail account) electronic notebook program within which notes can be organised into colour-coded sections. The software allows for multiple notebooks with multiple sections within each notebook and multiple pages within each section. This therefore allows for an organisational structure tailored to the individual. The software runs on desktop, app and cloud (via a browser) and notebooks are automatically synchronised across all three platforms making notes available at any time.

The software also integrates with the Microsoft Edge browser to provide web clipping and direct saving to OneNote which can assist with research organisation.

**Software: Microsoft OneNote (free)**

**App: Microsoft OneNote (free)**{% endif %}{% if B24\_notes == True %}

**Notetaking software / app:** This software will help with organisation as it can be used to take handwritten or typed notes on either a smartphone, tablet or computer and will store these notes in the cloud so they are available across devices. Audio notes can also be made and if using a smartphone or tablet, the camera can be used to take pictures.

**Software/App:** **{{ B24\_notes\_type }}**{% endif %}{% if B24\_todo == True %}

**To-do list software / app:** This software will help with tracking tasks and deadlines by removing the need to retain information in memory. Software-based solutions also enable lists to be synchronised across any device on which the software/app is installed, ensuring lists are always available.{% if B24\_todo\_type == ‘Microsoft To-do (free)’ %} A single list can be kept for all items, or multiple lists can be set up according to preference. Individual tasks from multiple lists can also be added to a daily ‘My Day’ list. The app can also be integrated with Microsoft Outlook and flagged emails will appear as tasks{% elif B24\_todo\_type == ‘Google Keep (free)’ %} Multiple, colour-coded, post-it note-style lists can be kept as plain text, checkboxes or voice memos. Lists can be shared with other people and can be set with time or location-based reminders so, for example, a reading list can trigger a notification when the library is nearby.{% elif B24\_todo\_type == ‘Todoist (free)’ %} Lists can be shared and tasks tagged. Individual tasks can be delegated to other people.{% else %} This software has been designed to address difficulties in the areas of organisation, prioritisation and time management helping the user stay on top of work. The software presents list in a kanban-style with filtering options to see specific tasks and the ability to ‘zoom in’ and out to see the level of detail required at that time. Tasks can be hidden temporarily so as to reduce visual ‘clutter’ and will reappear after a period of time which can be set when the task is initially hidden.{% endif %}

**Software/App:** **{{ B24\_todo\_type }}**{% endif %}{% if B24\_glota == True %}

**Task management software:** This software reduces the impact of difficulties in the areas of organisation, prioritisation and time management. Main-stream task management apps lay out information in long lists that can be challenging for some students to process as they can struggle to then see the bigger picture. Global Tasks presents information in a visually organised overview which can be zoomed in and out to increase or decrease detail and make it easier to break tasks down into smaller ‘chunks’ reducing the potential for becoming overwhelmed.

Tasks are synched to the cloud and are therefore available across devices, and as the software is web-based, it will run independently of operating system.

**Software: Global Tasks**{% endif %}{% if B24\_mm == True %}

**Mind mapping software:** This will help to break down larger, more complex projects into smaller sub-tasks, which will make them less intimidating and easier to manage. GANTT chart or timeline view functionality may also be useful in terms of providing a visual indicator of task progression.

**Software:** **{{ B24\_mm\_type }}**{% endif %}{% if B24\_walp == True %}

**Wall planner:** This will provide a simple, visual reminder of deadlines and events, enabling more effective management of workload and increased awareness of deadlines and the time available to complete tasks.{% endif %}{% if B24\_ded == True %}

See section D{% endif %}{% if B24\_ss == True %}

{% if gbl\_cond == “glo\_ASC” %}**Study Skills Support (ASC):** This support can be used to develop more effective time management strategies, manage workload and remain aware of submission deadlines.{% else %}**Study Skills Support (SpLD):** This support can be used to develop more effective time management strategies, manage workload and remain aware of submission deadlines.{% endif %}{% endif %}{% if B24\_sm == True %}

{% if gbl\_cond == “glo\_ASC” %}**Specialist Mentor Support (ASC):** This support can be used to manage low mood and the impact of mental ill health on the ability to manage coursework deadlines as well as providing support and guidance with speaking with Disability Advisors and/or course tutors as required.{% else %}**Specialist Mentor Support (MH):** This support can be used to manage low mood and the impact of mental ill health on the ability to manage coursework deadlines as well as providing support and guidance with speaking with Disability Advisors and/or course tutors as required.{% endif %}{% endif %}{% if B24\_addit == True %}

**\*\* ADDITIONAL RECOMMENDATIONS\*\***

You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:

**{{ B24\_plus }}**{% endif %}

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| B-2-5 - Access to and use of technology |

{% if B25\_lap == True %}**Laptop:** This will act as a platform for contemporary assistive software and will allow for greater flexibility of working environment. It will enable the exploration of strategies such as taking typed notes and will ensure that organisational tools are consistently available.

A £200 ‘student contribution is required towards the cost of the laptop. Recommended equipment can be upgraded at the student’s expense, providing this will not affect the efficacy of the equipment and it will still be compatible with all other recommended equipment. This option can be discussed with the approved equipment supplier so that they can provide full details of the additional costs involved once funding is approved.

Equipment can be provided prior to the start of the course. However, DSA funding is only available for students who start a relevant higher education course. Should a student not start their course, this would constitute an overpayment with the funding body and would require the equipment to be returned, funding body contributions repaid, or a combination of the two. This can be discussed with the funding body.

**Hardware: {{ B25\_lap\_type }}**

**Bag: {{ B25\_lap\_bag }}**{% endif %}{% if B25\_dsk == True %}

**Desktop PC:** This will act as a platform for contemporary assistive software and is better suited for work in the quiet, controlled environment of home. The desktop computer will enable more flexibility in terms of screen options and peripherals choice.

A £200 ‘student contribution is required towards the cost of the desktop. Recommended equipment can be upgraded at the student’s expense, providing this will not affect the efficacy of the equipment and it will still be compatible with all other recommended equipment. This option can be discussed with the approved equipment supplier so that they can provide full details of the additional costs involved once funding is approved.

Equipment can be provided prior to the start of the course. However, DSA funding is only available for students who start a relevant higher education course. Should a student not start their course, this would constitute an overpayment with the funding body and would require the equipment to be returned, funding body contributions repaid, or a combination of the two. This can be discussed with the funding body.

**Hardware: {{ B25\_dsk\_type }}, {{ B25\_pcmon\_type }} with wired keyboard and mouse and external speakers (if not part of monitor)**{% endif %}{% if B25\_war == True %}

**Warranty, insurance and maintenance:** This should be provided on all hardware for the duration of the course.

**Period: {{ “%.0f” | format(cor\_len) }} years**{% endif %}{% if B25\_attra == True %}

**Assistive Technology Trainers:** AT tutorials provide specialist training in the functionality of the DSA-funded equipment recommended in this report, with practical demonstration of how this equipment may be applied during study to overcome disability-related difficulties.

Face to face training is being recommended as this is more effective but it is possible to switch to remote training on request at a later date. Training options were explained during the assessment.

**Recommended provision: {{ “%.0f” | format(at\_hrs) }} hours**{% endif %}{% if B25\_atptl == True %}

**Assistive Technology Training Portal:** These are delivered online, enabling access resources and training on-demand. The approach enables assistive technology strategies to be aligned with study skills techniques and can support and refresh any in-person AT training.

**Online resource: {{ B25\_atptl\_type }} – Course long license**{% endif %}

{% if B25\_addit == True %}

**\*\* ADDITIONAL RECOMMENDATIONS\*\***

You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:

**{{ B25\_plus }}**{% endif %}

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| B-2-6 - Practical sessions, placements, field trips and additional course activities |

{% if B26\_prtsp == True %}**Portable Spell Checker:** This portable electronic spell checker can be used in situations where the use of an alternative technology such as a laptop or smartphone is problematic. The device contains an enhanced dictionary and will allow typographical and phonetic spelling.

**Hardware: {{ B26\_prtsp\_type }}**{% endif %}{% if B26\_pcoa == True %}

**Presentation Coaching:** This in-built feature analyses a speaker in real time and will provide feedback on use of fillers, speed of delivery, use of inclusive language and other best-practice presentation tips.

The Presenter Coach is available in PowerPoint for the web (the online version of the Office 365 suite) and you will find the ‘Rehearse with Coach’ option under the Slide Show section of the ribbon.

**Software:** **Microsoft Presenter Coach**{% endif %}{% if B26\_sm == True %}

{% if gbl\_cond == “glo\_ASC” %}**Specialist Mentor Support (ASC):** This support can be used to assist with any confidence issues that may present barriers to speaking with course work tutors when struggling in practical sessions.{% else %}**Specialist Mentor Support (MH):** This support can be used to assist with any confidence issues that may present barriers to speaking with course work tutors when struggling in practical sessions.{% endif %}{% endif %}

{% if B26\_addit == True %}

**\*\* ADDITIONAL RECOMMENDATIONS\*\***

You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:

**{{ B26\_plus }}**{% endif %}

|  |
| --- |
| B-2-7 - Examinations and timed assessments |

{% if B27\_exti == True %}See Section D{% elif B27\_brk == True %}

See Section D{% elif B27\_rdr == True %}

See Section D{% elif B27\_scr == True %}

See Section D{% elif B27\_pc == True %}

See Section D{% elif B27\_sprm == True %}

See Section D{% endif %}{% if B27\_ss == True %}

{% if gbl\_cond == “glo\_ASC” %}**Study Skills Support (ASC):** This will help improve and enhance exam and/or revision techniques and can focus on things such as appropriate time management within exams.{% else %}**Study Skills Support (SpLD):** This will help improve and enhance exam and/or revision techniques thereby improving confidence and reducing the stress associated with exams.{% endif %}{% endif %}{% if B27\_sm == True %}

{% if gbl\_cond == “glo\_ASC” %}**Specialist Mentor Support (ASC):** This will provide techniques for managing the anxiety and stress associated with exams.{% else %}**Specialist Mentor Support (MH):** This will provide techniques for managing the anxiety and stress associated with exams.{% endif %}{% endif %}

{% if B27\_addit == True %}

**\*\* ADDITIONAL RECOMMENDATIONS\*\***

You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:

**{{ B27\_plus }}**{% endif %}

|  |
| --- |
| B-2-8 - Social interaction and communication |

{% if B28\_dvr == True %}**Digital Voice Recorder:** This can be used to record practice presentations in order to review and improve delivery or content. This technique will also assist with memory, and processing.

**Hardware: {{ B23\_dvr\_type }}**{% endif %}{% if B28\_ntk == True %}

**Notetaking software:** This softwarecan be used to practice and record presentations. Sequencing slides and text notes alongside audio recordings, then exporting audio, visual and document files for review as required. The document export can also be used to create notes and cue cards.

**Software: {{ B23\_ntk\_type }}**{% endif %}{% if B28\_ppal == True %}

**Presentation support software:** This softwareis designed to allow for a presentation to be controlled from a tablet or smartphone, whilst simultaneously providing speaking notes in an easy-to-read format with each current talking point presented prominently on the screen. Bullet points can link through to additional/expanded notes for greater reassurance.

**Software: Present Pal**{% endif %}{% if B28\_pcoa == True %}

**Presentation Coaching:** This in-built feature analyses a speaker in real time and will provide feedback on use of fillers, speed of delivery, use of inclusive language and other best-practice presentation tips.

The Presenter Coach is available in PowerPoint for the web (the online version of the Office 365 suite) and you will find the ‘Rehearse with Coach’ option under the Slide Show section of the ribbon.

**Software:** **Microsoft Presenter Coach**{% endif %}{% if B28\_prn == True %}

**Printer/Scanner:** This can be used to print cue cards for presentations to assist with confidence. It is also recommended that visual cues rather than text notes be explored as this may be more effective and will discourage reading directly from the card.

**Hardware:** **{{ B21\_prn\_type }}**{% endif %}{% if B28\_bih == True %}

**Brain in Hand app with training:** This app will help address the day-to-day, and typically unforeseen difficulties associated with independent study, both socially and academically. It gives the reassurance of instant access to tailored external support whenever required in the form of phone, email or text. Specialist training is required in order to set up the support strategies that can later be called on as required.

**App:** **Brain in Hand (Annual University License)**{% endif %}{% if B28\_red == True %}

See section D{% endif %}{% if B28\_ss == True %}

{% if gbl\_cond == “glo\_ASC” %}**Study Skills Support (ASC):** This support can focus on improving the structure and delivery of presentations, which will build confidence and reduce stress. The support can also provide strategies to help deliver presentations, such as the use of cue cards.{% else %}**Study Skills Support (SpLD):** This support can focus on improving the structure and delivery of presentations, which will build confidence and reduce stress. The support can also provide strategies to help deliver presentations, such as the use of cue cards.{% endif %}{% endif %}{% if B28\_sm == True %}

{% if gbl\_cond == “glo\_ASC” %}**Specialist Mentor Support (ASC):** This will provide strategies for addressing the challenges associated with working and interacting with other students.{% else %}**Specialist Mentor Support (MH):**This support will focus on improving the structure and delivery of presentations, which will help to build confidence and reduce stress.{% endif %}{% endif %}

{% if B28\_addit == True %}

**\*\* ADDITIONAL RECOMMENDATIONS\*\***

You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:

**{{ B28\_plus }}**{% endif %}

|  |
| --- |
| B-2-9 - Travel and access to higher education environment |

* {% if B29\_tax == True %}**Taxi transport:** As a result of the difficulties detailed above the use of public transport is not feasible and so taxi transport will be required.

For taxi transport, it was explained that a ‘student contribution’ will be required toward each journey, calculated as an equivalent of the minimum cost of public transportation for the route. This is paid in cash to the driver upon collection when using a DSA cab firm or deducted from the reimbursement paid when claiming for travel taken with a regular taxi company.

* {% elif B29\_tax == False %}N/A{% endif %}

{% if B29\_addit == True %}

**\*\* ADDITIONAL RECOMMENDATIONS\*\***

You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:

**{{ B29\_plus }}**{% endif %}

|  |
| --- |
| B-2-10 - Additional information |

{% if B210\_addit == True %}

**\*\* ADDITIONAL RECOMMENDATIONS\*\***

You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:

**{{ B210\_plus }}**{% endif %}

## C. Summary and costs

### C – 1 List of recommended support

{% if pc\_type == “Mac” %}**REMINDER: MAC SOFTWARE**{% elif pc\_type == “Chromebook” %}**REMINDER: CHROMEBOOK** {% else %}{% endif %}

Hardware:

{%- if B25\_lap == True %}

* **Computer:** {{ B25\_lap\_type }}
* **Bag:** {{ B25\_lap\_bag }}{%- endif %}

{%- if B21\_mon == True %}

* **Monitor:** {{ B21\_mon\_type }}{%- endif %}

{%- if B25\_dsk == True %}

* **Computer:** {{ B25\_dsk\_type }}
* **Monitor:** {{ B25\_pcmon\_type }}
* **Peripherals:** wired keyboard, mouse and external speakers (if not part of monitor){%- endif %}

{%- if B21\_prn == True %}

* **Printer/scanner:** {{ B21\_prn\_type }}

{%- elif B28\_prn == True %}

* **Printer:** {{ B21\_prn\_type }}{%- endif %}

{%- if B23\_dvr == True %}

* **Digital Voice Recorder:** {{ B23\_dvr\_type }}{%- endif %}

{%- if B23\_mic == True %}

* **External Microphone:** {{ B23\_mic\_type }}{%- endif %}

{%- if B23\_inc\_sndcd == True %}

* **Soundcard** USB Soundcard{%- endif %}

{%- if B21\_hdst == True %}

* **Headset:** {{ B21\_hdst\_type }}

{%- elif B22\_hdst == True %}

* **Headset:** {{ B22\_hdst\_type }}{%- endif %}

{%- if B21\_hdph == True %}

* **Headphones:** {{ B21\_hdph\_type }}{%- endif %}

{%- if B26\_prtsp == True %}

* **Portable Spell Checker:** {{ B26\_prtsp\_type }}{%- endif %}

{%- if B25\_war == True %}

* **Maintenance/warranty/insurance:** {{ “%.0f” | format(cor\_len) }} years{%- endif %}

{%- if B24\_walp == True %}

* **Physical Calendar:** Wall planner{%- endif %}

{%- if B21\_rmop == True %}

* **Printing Paper:** Ream of A4 printer paper{%- endif %}

Software:

{%- if B21\_oneno == True %}

* **Electronic notebook:** Microsoft OneNote (free){%- elif B24\_oneno == True %}
* **Electronic notebook:** Microsoft OneNote (free){%- endif %}

{%- if B21\_leatoo == True %}

* **Reading Support:** Microsoft Learning Tools/Immersive reader (free){%- elif B22\_immre == True %}
* **Reading Support:** Microsoft Learning Tools/Immersive reader (free){%- endif %}

{%- if B21\_tts == True %}

* **Text to speech software:** {{ B21\_tts\_type }}{%- elif B22\_tts == True %}
* **Text to speech software:** {{ B22\_tts\_type }}{%- endif %}

{%- if B21\_mm == True %}

* **Mind mapping software:**  {{ B21\_mm\_type }}{%- elif B22\_mm == True %}
* **Mind mapping software:**  {{ B22\_mm\_type }}{%- elif B24\_mm == True %}
* **Mind mapping software:**  {{ B24\_mm\_type }}{%- endif %}

{%- if B21\_scrru == True %}

* **Screen ruler:**  {{ B21\_scrru\_type }}{%- endif %}

{%- if B21\_prost == True %}

* **Research Management:** ProStudy{%- endif %}

{%- if B22\_tytut == True %}

* **Typing tutor:**  {{ B22\_tytut\_type }}{%- endif %}

{%- if B21\_stt == True %}

* **Dictation software:** {{ B21\_stt\_type }}{%- elif B22\_stt == True %}
* **Dictation software:** {{ B22\_stt\_type }}{%- endif %}

{%- if B21\_eqio == True %}

* **Equation software:** EquatIO{%- elif B22\_eqio == True %}
* **Equation software:** EquatIO{%- endif %}

{%- if B21\_wbnk == True %}

* **Word bank software:** {{ B21\_wbnk\_type }}{%- elif B22\_wbnk == True %}
* **Word bank software:** {{ B22\_wbnk\_type }}{%- endif %}

{%- if B22\_gac == True %}

* **Spelling correction software:**  Global Autocorrect{%- endif %}

{%- if B22\_gram == True %}

* **Grammar-checking Software:** {{ B22\_gram\_type }}{%- endif %}

{%- if B24\_glota == True %}

* **Task Management software:** Global Tasks{%- endif %}

{%- if B22\_ref == True %}

* **Referencing software:** {{ B22\_ref\_type }}{%- endif %}

{%- if B23\_ntk == True %}

* **Notetaking Software:** {{ B23\_ntk\_type }}{%- endif %}

{%- if B24\_notes == True %}

* **Notebook software / app:** {{ B24\_notes\_type }}{%- endif %}

{%- if B24\_todo == True %}

* **To-do list software / app:** {{ B24\_todo\_type }}{%- endif %}

{%- if B28\_ppal == True %}

* **Presentation Support:** Present Pal{%- endif %}

{%- if B26\_pcoa == True %}

* **Presentation Coaching:**  Microsoft Presenter Coach (free){%- elif B28\_pcoa == True %}
* **Presentation Coaching:**  Microsoft Presenter Coach (free){%- endif %}{%- if B28\_bih == True %}
* **Support App and training:** Brain in Hand{%- endif %}

NMH Support:

{% if gbl\_cond == “glo\_ASC” %}

{% if B21\_sm == True %}Specialist Mentor (ASC)

{% elif B22\_sm == True %}Specialist Mentor (ASC)

{% elif B23\_sm == True %}Specialist Mentor (ASC)

{% elif B24\_sm == True %}Specialist Mentor (ASC)

{% elif B26\_sm == True %}Specialist Mentor (ASC)

{% elif B27\_sm == True %}Specialist Mentor (ASC)

{% elif B28\_sm == True %}Specialist Mentor (ASC){% endif %}

{% if B21\_ss == True %}Study Skills Support (ASC)

{% elif B22\_ss == True %}Study Skills Support (ASC)

{% elif B23\_ss == True %}Study Skills Support (ASC)

{% elif B24\_ss == True %}Study Skills Support (ASC)

{% elif B27\_ss == True %}Study Skills Support (ASC)

{% elif B28\_ss == True %}Study Skills Support (ASC){% endif %}{% else %}

{% if B21\_sm == True %}Specialist Mentor (MH)

{% elif B22\_sm == True %}Specialist Mentor (MH)

{% elif B23\_sm == True %}Specialist Mentor (MH)

{% elif B24\_sm == True %}Specialist Mentor (MH)

{% elif B26\_sm == True %}Specialist Mentor (MH)

{% elif B27\_sm == True %}Specialist Mentor (MH)

{% elif B28\_sm == True %}Specialist Mentor (MH)

{% endif %}{% if B21\_ss == True %}Study Skills Support (SpLD)

{% elif B22\_ss == True %}Study Skills Support (SpLD)

{% elif B23\_ss == True %}Study Skills Support (SpLD)

{% elif B24\_ss == True %}Study Skills Support (SpLD)

{% elif B27\_ss == True %}Study Skills Support (SpLD)

{% elif B28\_ss == True %}Study Skills Support (SpLD){% endif %}

{% endif %}

{% if B25\_attra == True %}Assistive Technology Trainer{% endif %}

General Allowance:

{% if B21\_pcon == True %}

Printing Consumables Fund{% endif %}{% if B21\_phofn == True %}

University Printing/Photocopying Fund{% endif %}

{% if B29\_tax == True %}

Travel Allowance:

Taxi funding{% endif %}

{% if (B25\_atptl or B21\_suprdg) == True %}

Online Training Resources: {% endif %}

{% if B25\_atptl == True %} {{ B25\_atptl\_type }}{% endif %}

{% if B21\_suprdg == True %}SuperReading (online course){% endif %}

#### Student Summary

|  |
| --- |
| Hardware:  {% if B25\_lap == True %}  Laptop – This should be used to run the assistive software recommended to help with completing coursework.  {%- if B25\_lap\_bag == “No bag required” %}{%- else %} The {{ B25\_lap\_bag }} should be used to safely transport your laptop.{%- endif %}  {% endif %}{% if B25\_dsk == True %}  Desktop – This should be used to run the assistive software recommended to help with completing coursework.  {% endif %}{% if B21\_prn == True %}  Printer/Scanner ({{ B21\_prn\_type }}) – This can be used to print off documents to highlight and make notes {%- if B21\_prn\_type != “Canon Pixma iP7250” %}as well as to scan documents.{%- endif %}  {% endif %}{% if B23\_dvr == True %}  Digital voice recorder ( {{ B23\_dvr\_type }}) – This should be used to record audio from taught sessions, which can then be listened back to and can be transferred to a computer for longer-term storage.  {% endif %}{% if B23\_mic == True %}  Microphone ({{ B23\_mic\_type }}) – This will record clear audio in places where an in-built microphone would not be able to.  {% endif %}{% if B21\_hdst == True %}  Headset ({{ B21\_hdst\_type }}) – This will provide high-quality audio and clear speech for dictation.  {% elif B22\_hdst == True %}  Headset ({{ B22\_hdst\_type }}) – This will record speech clearly and improve the accuracy of speech-to-text software.  {% endif %}{% if B21\_hdph == True %}  Headset ({{ B21\_hdph\_type }}) – This will provide high-quality sound and reduce background noise to help with focus.  {% endif %}  Software:  {% if B21\_oneno == True %}  Electronic notebook (Microsoft OneNote) – This can be used to organise research and notes.  {% elif B24\_oneno == True %}  Electronic notebook (Microsoft OneNote) – This can be used to organise research and notes.  {% endif %}{% if B21\_leatoo == True %}  Text to speech software (Learning Tools – Read Aloud) – This can be used to listening to text read out loud to help with reading and proofreading.  {% elif B22\_immre == True %}  Text to speech software (Learning Tools – Read Aloud) – This can be used to listen back to your work to help with proofreading.  {% endif %}{% if B21\_prost == True %}  Research management (ProStudy) – This can be used to organise online research.  {% endif %}{% if B21\_tts == True %}  Text to speech software ({{ B21\_tts\_type }}) – This can be used to read text out loud.  {% elif B22\_tts == True %}  Text to speech software ({{ B22\_tts\_type }}) - This can be used to read text out loud.  {% endif %}{% if B21\_eqio == True %}  Equation editing software (EquatIO) – This can be used to dictate, handwrite, or type equations, formulas and graphs, and add and edit them within documents.  {% elif B22\_eqio == True %}  Equation editing software (EquatIO) – This can be used to dictate, handwrite, or type equations, formulas and graphs, and add and edit them within documents.  {% endif %}{% if B21\_mm == True %}  Mind-mapping software ({{ B21\_mm\_type }}) – This can be used to plan and organise work visually.  {% elif B22\_mm == True %}  Mind-mapping software ({{ B22\_mm\_type }}) – This can be used to plan and organise work visually.  {% elif B24\_mm == True %}  Mind-mapping software ({{ B24\_mm\_type }}) – This can be used to plan and organise work visually.  {% endif %}{% if B22\_tytut == True %}  Typing tutor software ({{ B22\_tytut\_type }}) – These tutorials with help to improve typing speed.  {% endif %}{% if B21\_stt == True %}  Speech to text software ({{ B21\_stt\_type }}) – This can be used to type using your voice which is generally faster than typing.  {% elif B22\_stt == True %}  Speech to text software ({{ B22\_stt\_type }}) – This can be used to type using your voice and is faster than typing and can also help with summarising information.  {% endif %}{% if B21\_wbnk == True %}  Word bank software ({{ B21\_wbnk\_type }}) – This adds course-specific words (such as medical terms or legal phrases) to the in-built spellcheck and other dictionaries.  {% elif B22\_wbnk == True %}  Word bank software ({{ B21\_wbnk\_type }}) – This adds course-specific words (such as medical terms or legal phrases) to the in-built spellcheck and other dictionaries.  {% endif %}{% if B22\_gac == True %}  Spelling software (Global Autocorrect) – This will correct spellings automatically and is better at recognising words that are being spelt as they sound.  {% endif %}{% if B22\_gram == True %}  Grammar software ({{ B22\_gram\_type }}) – This will provide grammar corrections and track mistakes.  {% endif %}{% if B22\_ref == True %}  Referencing software ({{ B22\_ref\_type }}) – This can be used to automate the referencing process.  {% endif %}{% if B23\_ntk == True %}  Note-taking software ({{ B23\_ntk\_type }}) – This can be used to record audio alongside typed notes and imported lecture slides.  {% endif %}{% if B23\_notes == True %}  Notebook software ({{ B23\_notes\_type }}) – This can be used to write notes in lectures, record short audio memos and take photos.  {% elif B24\_notes == True %}  Notebook software ({{ B24\_notes\_type }}) – This can be used to write memos and lists and take audio notes and photos.  {% endif %}{% if B24\_todo == True %}  Organisation software ({{ B24\_todo\_type }}) – This can be used to write electronic to-do lists and track tasks with reminders.  {% endif %}{% if B28\_ppal == True %}  Presentation Support (Present Pal) – This can be used to make electronic notes that you can read a tablet or smartphone. You will also be able to control your presentation as you read.  {% endif %}{% if B28\_pcoa == True %}  Presentation Coaching (Microsoft Presenter Coach) – This can be accessed using the web version of PowerPoint and will give you feedback as you practice your presentation.  {% endif %}{% if B28\_bih == True %}  Support App (Brain in Hand) – This will provide support with difficult and stressful situations as well as helping with day-to-day routines.  {% endif %}{% if B21\_suprdg == True %}  Online reading course (SuperReading) – This online course will help develop reading speed and comprehension skills.  {% endif %}{% if B25\_atptl == True %}  Online training in the use of the software recommended ({{ B25\_atptl\_type }}) – This online training can be used refer back to remind yourself how to do something, or look up new features of the software you have been recommended.{% endif %}  NMH Support:  {% if B25\_attra == True %}  Assistive technology training – These are sessions with a DSA-approved provider to go through the recommended software, familiarise you with it and train you in the use of it.  {% endif %}{% if B21\_ss == True %}  Specialist one-to-one study skills – These are sessions with a DSA-approved provider to help with a range of tasks including (but not limited to) organisation, reading, structuring assignments, planning work.  {% elif B22\_ss == True %}  Specialist one-to-one study skills – These are sessions with a DSA-approved provider to help with a range of tasks including (but not limited to) organisation, reading, structuring assignments, planning work.  {% elif B23\_ss == True %}  Specialist one-to-one study skills – These are sessions with a DSA-approved provider to help with a range of tasks including (but not limited to) organisation, reading, structuring assignments, planning work.  {% elif B24\_ss == True %}  Specialist one-to-one study skills – These are sessions with a DSA-approved provider to help with a range of tasks including (but not limited to) organisation, reading, structuring assignments, planning work.  {% elif B27\_ss == True %}  Specialist one-to-one study skills – These are sessions with a DSA-approved provider to help with a range of tasks including (but not limited to) organisation, reading, structuring assignments, planning work.  {% elif B28\_ss == True %}  Specialist one-to-one study skills – These are sessions with a DSA-approved provider to help with a range of tasks including (but not limited to) organisation, reading, structuring assignments, planning work.  {% endif %}  {% if B21\_sm == True %}  Specialist mentor – These are sessions with a DSA-approved provider to help with a range of tasks including but not limited to coping with stressful situations, concentration difficulties, prioritising workload.  {% elif B22\_sm == True %}  Specialist mentor – These are sessions with a DSA-approved provider to help with a range of tasks including but not limited to coping with stressful situations, concentration difficulties, prioritising workload.  {% elif B23\_sm == True %}  Specialist mentor – These are sessions with a DSA-approved provider to help with a range of tasks including but not limited to coping with stressful situations, concentration difficulties, prioritising workload.  {% elif B24\_sm == True %}  Specialist mentor – These are sessions with a DSA-approved provider to help with a range of tasks including but not limited to coping with stressful situations, concentration difficulties, prioritising workload.  {% elif B26\_sm == True %}  Specialist mentor – These are sessions with a DSA-approved provider to help with a range of tasks including but not limited to coping with stressful situations, concentration difficulties, prioritising workload.  {% elif B27\_sm == True %}  Specialist mentor – These are sessions with a DSA-approved provider to help with a range of tasks including but not limited to coping with stressful situations, concentration difficulties, prioritising workload.  {% elif B28\_sm == True %}  Specialist mentor – These are sessions with a DSA-approved provider to help with a range of tasks including but not limited to coping with stressful situations, concentration difficulties, prioritising workload.  {% endif %}  {% if B21\_pcon == True %}  General Allowance:  Printing consumables (ink cartridges and paper) – This can be used to claim back the costs of ink and paper for your printer up to the amount specified below.  {% endif %}{% if B21\_phofn == True %}  General Allowance:  University printing/photocopying – This can be used to claim back the cost of printing credits at university up to the amount specified below.  {% endif %}  {% if B29\_tax == True %}  Travel Allowance:  Taxi allowance (account) – This will allow you to book taxis with the taxi company in your confirmation letter and can be used to travel from home to university/college (details will be provided on your funding body entitlement letter).  Taxi allowance (reimbursement) – This can be used to claim back the cost of taxi transport with a registered taxi provider. You will need to keep a receipt of your journey.  {% endif %}  {% if (B27\_exti == True or B27\_brk == True or B27\_rdr == True or B27\_scr == True or B27\_pc == True or B27\_sprm == True or B24\_ded == True or B28\_red == True) %}  University/College Adjustments – You should discuss the following with your disability support team (further details available in Section D of this report).  {% if (B27\_exti == True or B27\_brk == True or B27\_rdr == True or B27\_scr == True or B27\_pc == True or B27\_sprm == True) %}  Exam adjustments.  {% endif %}{% if (B24\_ded == True or B28\_red == True) %}  Coursework adjustments.  {% endif %}{% endif %} |

## D. Higher education provider support / reasonable adjustments

All reasonable adjustments suggested in this section of the report are provisional and are subject to the specific accessibility policies of the HEP. These policies have not been taken into account in the compilation of these suggestions, as the Needs Assessment Report is intended to be tailored to the student, and should carry over to another Higher Education Provider in the event that the student changes their place of study during the course, or continues their education by enrolling upon another course after the current programme of study has concluded.

Suggested adjustments should be discussed with the Disability Advisor at the HEP. It can then be confirmed which adjustments can be implemented, and which are not possible.

### D-1 Higher education provider support

|  |
| --- |
| {% if B28\_red == True %}  \*FORENAME\* may wish to speak with their course tutors about whether a reduction in audience size for presentations or an alternative format or assessment might be available.  Although the option of reducing presentation audience size was discussed, it was felt that due to the fact that presentations are likely to be a professional requirement, it would be beneficial to use the University environment as a means of developing these skills. However, should the impact of anxiety risk a negative impact on grades, they may wish to speak with their course team to see whether a reduction in audience size for presentations or an alternative format or assessment might be available.  {% else %}  No specific recommendations.  {% endif %} |

### D-2 Examinations and assessment

|  |
| --- |
| {% if (B23\_mic == True or B23\_dvr == True or B23\_ntk == True) %}  As recording software/hardware has been recommended \*FORENAME\* is advised to ensure they are aware of the university policies regarding recording.{% endif %}  {% if (B27\_exti == True or B27\_brk == True or B27\_rdr == True or B27\_scr == True or B27\_pc == True or B27\_sprm == True or B24\_ded == True) %}  {% if B27\_exti == True %}  \*FORENAME\* struggles with processing information at speed / reading questions under pressure / handwriting speed and is therefore encouraged to discuss this with their course team and/or disability support team.  \*FORENAME\* has had the use of exam adjustments in the past and discussion of current/future adjustments should be made with the disability support team.  {% endif %}{% if B27\_brk == True %}  \*FORENAME\* is able to manage their condition independently, but in an exam room, they will require breaks in order to do so without negatively impacting their performance.  {% endif %}{% if B27\_rdr == True %}  \*FORENAME\* struggles with reading speed and processing information from text and is therefore encouraged to discuss any available support with their course team and/or disability support team.  {% endif %}{% if B27\_scr == True %}  \*FORENAME\* struggle with writing speed / legibility and is therefore encouraged to discuss any available support with their course team and/or disability support team.  {% endif %}{% if B27\_pc == True %}  As a result of the difficulties associated with their condition, \*FORENAME\* is likely to struggle if required to handwrite responses and they are advised to discuss any available support with their course team and/or disability support team.  {% endif %}{% if B27\_sprm == True %}  \*FORENAME\* has previously had access to a separate room in exams to manage the impact of their condition and to reduce the disruption and self-consciousness associated with disturbing others.  As a result of the impact of their condition \*FORENAME\* will find the environment of the traditional exam hall very challenging and this is highly likely to affect their performance.  {% endif %}{% if B24\_ded == True %}  As a result of their condition \*FORENAME\* may find it difficult to meet coursework deadlines. They are advised to highlight any problems as soon as they are aware, but are also encouraged to discuss any ongoing adjustments that may be available to support them.{% endif %}{% else %}  No specific recommendations{% endif %} |

### D-3 Other advice and guidance

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| {% if D3\_O365 == True %}**Office 365:** Microsoft’s Office 365 Pro Plus is available at no cost to DSA students with an academic university email address. It is the responsibility of student to speak with their Disability Officer and IT Department to obtain an email address for installing Office 365 Pro Plus, and their responsibility to speak with their Assistive Technology Training Provider for any help with installing it. Office 365 Pro Plus works on desktop and laptop computers, and tablets using the Windows, Android, or Apple operating systems. Microsoft Office is not supported on Linux operating systems. The software is installed locally and therefore can be used offline. Further details can be found on [Microsoft’s Office 365 Education website](https://products.office.com/en-gb/student/office-in-education) {% endif %}{% if D3\_trans == True %}  **Automatic Transcription:** Microsoft’s Word (web version only) now includes 300 minutes (5 hours) of transcription per month for uploaded audio files (.wav, .mp4, .m4a, .mp3) or unlimited live transcription. The feature can be found on the dictate button drop-down menu.  {% endif %}{% if D3\_pom == True %}  **Focus Technique:** The 'Pomodoro technique' is a technique to help with focus.   * The technique sets a 25-minute timer and during these 25 minutes you focus on a task * At the end of the 25-minute focus session there a 5-minute break * You then start another 25-minute focussed session * A 25-minute session plus 5-minute break is called a 'pomodoro' * At the end of every 4th pomodoro you have an extended break of 15-30 minutes.   **Website:** [**https://tomato-timer.com/**](https://tomato-timer.com/)**​**  **Website:** [**https://www.marinaratimer.com/**](https://www.marinaratimer.com/)**​**  **iOS App: Focus Keeper**  **Android App: Clockwork Tomato**  **Echo Skill:** **‘Tomato Helper’**{% endif %}{% if D3\_manc == True %}  **Writing support:** The University of Manchester provides a free, online resource designed to provide students with alternative ways of phrasing academic work and can be used to reduce repetition or to get a sentence started if you are stuck.  **Website**: <http://www.phrasebank.manchester.ac.uk/>{% endif %}{% if D3\_ref == True %}{% if D3\_ref\_type == “Zotero” %}  **Referencing:** This free referencing software enables you to collect references and format them both within the text and as a bibliography. It functions within an add-in in Microsoft Word.  <https://www.zotero.org/download/>{% elif D3\_ref\_type == “Mendeley” %}  **Referencing:** This free referencing software enables you to collect, organise and generate references, citations and bibliographies.  <https://www.mendeley.com/>{% endif %}{% endif %}{% if D3\_web\_coltr == True %}  **Website blocking Software:** This web-based software aims to reduce the potential for distraction when working on a computer by blocking access to websites for a period of time (specified by the user). You can specify sites that can by-pass this filter so research or access to university resources are maintained, but any attempt to visit the sites that are not on the ‘allowed’ list will be redirected to a landing page with a motivational message.  **Website/App: Cold Turkey Basic (free)**{% endif %}{% if D3\_app\_forst == True %}  **Smartphone Blocking App:** This app replaces the lock screen on a phone with an animated seedling. If the device remains untouched for a period of time, the seedling will grow into a tree. However, if the screen is unlocked, the tree will die. This gamifies the process of avoiding smartphone distraction and provides positive feedback for achieving periods of focus.  **App: Forest App (free)**{% endif %}{% if D3\_app\_mdshf == True %}  **Anxiety Management App:** MindShift CBT is a free app developed by Anxiety Canada that uses Cognitive Behavioural Therapy (CBT) techniques teach you about anxiety, helping you to engage in healthy thinking and tackling negative thought processes.  **App: MindShift CBT**{% endif %}{% if D3\_web\_nhs == True %}  **NHS Apps Library:** The NHS maintain a list of health and wellbeing apps that they assess against a range of standards. You should still be cautious when installing any app.  **Website:** <https://www.nhs.uk/apps-library/>{% endif %}  Please note: Any apps and/or websites recommended in this section are based on student and assessor reviews.  The inclusion of these apps/websites does not constitute an endorsement of the services or information provided, nor of the ongoing security, policies or views of the third-party site or app.  Please use your own judgement and be wary of any service which asks you to pay to use it. |